

~~SECRET~~
(When Filled In)

(b) (2)
(b) (3)
(b) (6)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) COLLINS Charles P.			2. DATE OF BIRTH 28 Dec 1916	3. SEX M	4. GRADE 16
6. OFFICIAL POSITION TITLE I. O. General (Chief)			7. OFF/DIV/BR OF ASSIGNMENT DDI/CGS		8. CURRENT STATION Headquarters
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL		REASSIGNMENT SUPERVISOR
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL		REASSIGNMENT EMPLOYEE
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. April 1964			12. REPORTING PERIOD (From- to-) 10 June 1963 - 31 March 1964		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Directed [] in CGS					S
SPECIFIC DUTY NO. 2 Provided staff support to the CIA [] and other senior Agency officials					S
SPECIFIC DUTY NO. 3 []					S
SPECIFIC DUTY NO. 4 []					[]
SPECIFIC DUTY NO. 5 []					[]
SPECIFIC DUTY NO. 6 []					[]
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or merits. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S
29 SEP 1964					

~~SECRET~~
(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Chuck Collins is an old "pro" and his many virtues and accomplishments have been put on record many times and for many years; I can add little at this point.

In the initial period of this Staff's organization he was of great value in establishing and working out the initial applications of a new system of security procedures covering materials of new classifications for the use of which the [] was founded. His experience in this area, his common sense practicality and his intimate acquaintance with the perils of bureaucracy made it possible for this potentially hazardous beginning to be crossed with only minimal stress. His direction of the [] represented no real change from his regular task prior to the Staff's formation and subsequent to his Group's leaving us. The [] Officer has commented on this in the past.

I have found working relations with Chuck to be uniformly pleasant and have come to have great respect for his knowledge in his complicated policy field.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

23 Sept 64

SIGNATURE OF EMPLOYEE

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

10

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

21 August 1964

OFFICIAL TITLE OF SUPERVISOR

Chief, DDI/CGS

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur in foregoing Comments & Evaluation

DATE

22 Sept 64

OFFICIAL TITLE OF REVIEWING OFFICIAL

CIA

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